



Position: Career Counselor – Young Adult Services

Location: Bronx, NY

Reports to: Program Director, Workforce Opportunities

Hours: Full-time, 40 hours per week, occasional evenings/weekend work.

About Jericho Project

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 33-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

About the Position

Career Counselor will provide direct services to young adult participants in order to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., paid internship. Career Counselor will work closely with the case management team to ensure that participants' employment and educational goals are fully met.

Responsibilities:

- Manage a caseload of about 70 young adult participants.
- Coordinate communication with the partnering organizations during the referral, enrollment, and service delivery process.
- Assist in the outreach and recruitment process to achieve the enrollment targets.
- Develop creative client engagement strategies and maintain high participant engagement in program activities
- Conduct, at minimum, bi weekly outreach to all participants and maintain related progress notes.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated regularly as required.
- Identify low- and no-cost community resources and refer participants to skills training programs, HSE, ESOL and other adult literacy programs, college and other higher education programs, as indicated in their individual service plans.
- Assist participants in developing a job readiness portfolio, including their resume, assessment of interviewing skills, and letters of inquiries.
- Work closely with WfO's Employment Specialists; respond to job leads within required timeframe; identify and refer participants for matching positions via Electronic Case Management system (ECM).
- Assist young adults in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Provide job retention and follow up services to employed participants.
- Access community resources to aide clients in their job search, job retention and/or re-placement efforts.

- Participate in case conferencing sessions with the case management team, as required.
- Regularly attend monthly WfO meetings.
- Maintain and update participant information in ECM and other data management systems as required by the funding agencies.
- Provide information related to participant engagement, employment and educational achievements, and other performance indicators as requested.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

Requirements:

- Bachelor's degree required. The degree requirement can be reconsidered with significant training and work experience directly related to the responsibilities of the position.
- Knowledge and experience in providing workforce development services in a not-for-profit, community-based setting is strongly preferred.
- Working experience with low-income young adults is highly desirable.
- Ability to motivate and forge strong relationships with young adults
- Superior written and verbal communication skills and advanced computer literacy.
- Ability to travel throughout the five boroughs.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Career Counselor**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org